

Internal/External Posting
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

June 19, 2008

Job Title:	Legal Investigator/Paralegal	Position No.:	12023
Division:	Legal	Bargaining Unit:	None
Location:	Deer Lodge	Supplement:	None
Status:	Permanent/Full time	Shift:	Days
Salary:	\$18.652 to \$23.315	Pay Band	6
Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.			

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311
P.O. Box 201301
1539 11th Ave.,
Helena, MT 59620-1301

fax to (406)444- 4551 email to hrcen@mt.gov

No later than 5:00 p.m. July 3, 2008

Application materials are available on the web at www.cor.mt.gov. Try our NEW on-line application process at this link.

Special Information:

The majority of the work is performed in the administrative portion of a secure correctional facility as a sole person staffing the office under remote supervision. The incumbent will be required to enter secure portions of the facility and interact with offenders from time to time.

Occasional travel to central office in Helena (weekly for first six months in position) and infrequent travel to other correctional facilities and programs around the state (less than 500 miles a month).

Must be able to lift 20 pounds.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-0439.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis and will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties:

The incumbent will investigate tort claims, civil rights cases, human resources cases, inmate grievances, and other situations as determined by the Chief or Deputy Chief Legal Counsel of the department. For most investigations, the incumbent will:

- a. Analyze initial allegations and evidence,
- b. Distinguish between criminal and administrative investigations, as well as laws governing offenders, employees, and general members of the public,
- c. Categorize disputed from undisputed facts,
- d. Identify and review professional standard, policy, regulation, or law at issue,
- e. Anticipate what additional information may be relevant to resolve allegations, including any mitigating or aggravating information,
- f. Identify sources (witnesses or documents) for that additional information,
- g. Anticipate possible theories, motives, and affirmative defenses,
- h. Identify interview strategies, including whether to provide an employee a Garrity Notice.
- i. Draft an outline of questions.

Provide litigation support to the department's attorneys, including: perform additional investigative interviews, collect necessary documentation and evidence, arrange for the service of subpoenas as necessary, provide testimony, and perform other tasks and duties assigned for effective defense or prosecution, and preserve the integrity of the chain of custody of all evidence which may be necessary for legal proceedings.

Provides paralegal administrative support to department attorneys or attorneys hired to defend the department as authorized by the supervisor, and to the greatest extent possible, works to relieve the legal unit work load by undertaking tasks that would be otherwise left to the attorney to perform.

Qualifications:

Skills - This position requires legal investigation skills, legal writing skills, and legal analysis skills. The person must be able to work closely with several different attorneys, be able to draw out information from many different and sometimes hostile sources, including inmates in a secure facility. This position must be able to synthesize and organize a potentially vast amount of information into logical order and be able to retrieve and present the information. Must have necessary computer skills.

Knowledge - This person must have a knowledge of legal investigative techniques, and legal research techniques either on the computer or in the law library, knowledge of legal concepts, the litigation process, case procedures, theories of tort law and habeas corpus proceedings, and a general understanding of federal and state rules of civil and appellate procedure, and the canons and rules of legal ethics including confidentiality and attorney/client privileges. This position must possess knowledge of proper legal writing and use of correct legal citations and terminology, vocabulary, grammar and spelling and must have knowledge of state government; efficient time management and effective case management.

Competencies**Continuous Quality and Performance Improvement**

- Independently improve the quality of own work processes, products and/or services
- Measure and track own performance
- Establish personal standards of quality for own work

Gets Results

- Do everything possible to meet goals and deadlines
- Demonstrate high personal work standards
- Accept responsibility for the outcomes of own work
- Persist in the face of repeated challenges

Integrity

- Maintain confidences
- Show consistency between words and actions
- Provide credit to others as appropriate
- Demonstrate respect for others, even in difficult situations

Decisiveness & Judgment

- Use good judgment in deciding whether to make a decision or escalate it
- Demonstrate good judgment in routine, day-to-day decisions
- Independently make decisions and take action, even in non-routine situations
- Make reasonably quick decisions when necessary even with incomplete information

Education and Experience: The knowledge, skills and abilities required to perform the duties of this position are typically acquired through either

- ✓ 2-years college or vocational training with 5 or more years of job-related work experience; **or**
- ✓ bachelor's degree with 3-4 years of job-related work experience; **or**
- ✓ 8 or more years of job-related work experience.

Acceptable fields of study will include those having relevance to the job duties and skills listed.

Note: The incumbent in this position will need to be able to perform both the investigative and paralegal duties with equal competence and attention to detail.

THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Persons with Disabilities Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH****

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have

complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicant's Name:	
Other names Used: (i.e.: maiden name, previous married names)	
Social Security Number:	
Date of Birth:	
List of states where you have resided:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ : _____ Jurisdiction _____

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____ **Date:** _____